

Position Description
Department of Natural Resources

WORKING TITLE: Policy Assistant to the Administrator, Division of Environmental Management

CLASSIFICATION: Policy Initiatives Advisor-Exec

LOCATION: Central Office – Madison

Position Summary:

Under general supervision of the Environmental Management Division Administrator, this position provides complex policy development and implementation for the Environmental Management Division in the Department of Natural Resources. This position is responsible for providing policy formulation, development, implementation and monitoring of program initiatives that have significant impact on the agency and state's resources, including initiatives with considerable economic or social impact, and which may be controversial. Policy issues may include, but are not limited to emerging contaminants, state and/or federal legislation, and special projects assigned by the Division Administrator or Deputy Division Administrators. This position coordinates intra- and inter-divisional projects and policy processes for the division and department leadership, coordinates policy initiatives amongst the Division's six major program areas and works with external stakeholders to implement high level programming. This position plays a lead role in assuring program integration, innovation, issue management, and policy evaluation relating to a broad set of major environmental policy matters including emerging contaminants, such as PFAS, climate change, remediation, environmental monitoring, among other initiatives that have a significant impact on the state's resources. This position will interact with program managers in other agencies, representatives of interest groups or private organizations, officials of other levels of government and similar representatives of outside organizations on sensitive and high-profile policy issues. Policy matters are expected to impact other state agencies such as the Department of Agriculture, Trade, and Consumer Protection.

The incumbent acts on behalf of the Division Administrator and other Environmental Management Division leadership and is given substantial authority to act on their behalf in formulating, determining and implementing significant environmental policy initiatives. This position may act on behalf of the Secretary on major environmental policy initiatives, as directed, with stakeholders, the legislature, federal government, national associations, and other states on interagency stakeholder and workgroups. This position functions as executive staff advisor for the Governor's multi-agency, Wisconsin PFAS Action Council (WisPAC). This position provides the department and Governor's office support on emerging contaminants affecting the Great Lakes, by coordinating with other Great Lake states and Canadian Provinces.

GEOGRAPHIC SCOPE AND TRAVEL REQUIREMENTS: This position is located in Central Office in Madison. The position will require periodic overnight travel both in and out of state. Position responsibilities do not allow for on-going telework.

Scope of Authority: This position works under the general supervision and reports to the Administrator of the Environmental Management Division. This position works regularly with the Deputy Division Administrators and Program Directors in the division. This position supervises division-level policy staff and directs the efforts of the emerging contaminant research scientists in the EM division. This position will function as executive staff advisor for certain major, and potentially controversial, policy efforts coordinating with the Governor's office, Secretary's office, other Great Lake states and commissioners, and other state agency leaders.

Responsibilities and Accountabilities:

45% A. Create and Guide Major Division, Intra-agency and Inter-agency Environmental Issues

- A1. Serves as the Department's executive policy expert on emerging contaminants.
- A2. Advises and assists the Division Administrator, Environmental Management Division leadership, and the Secretary's office as requested, on emerging environmental issues, other major environmental policy initiatives, controversial issues, and special policy projects such as climate change, remediation, environmental monitoring, among other initiatives that have a significant impact on the state's resources. This broadly includes formulating, determining, implementing and monitoring significant environmental policy initiatives impacting the division, department and other government entities at the local, state and federal level.
- A3. Assists in developing long-range, strategic, measurable, cross-programmatic environmental policy goals and objectives as well as budget initiatives associated with major environmental policy goals. The position is responsible for implementing policies that will have considerable impact on the agency's or state's resources.
- A4. Analyzes issues and develop Department/Division position papers on major environmental management policy issues and legislation.
- A5. Researches and evaluates issues and drafts correspondence and reports pertaining to assigned issues.
- A6. Oversees teams comprised of staff policy experts, research scientists, environmental specialists, and managers from across the EM Division and Department designed to address emerging issues and special projects. Some teams may be multi-agency in nature as well.
- A7. Coordinates cross-division and cross-agency to expand monitoring and consideration of emerging environmental issues in the development of consumption advisories.
- A8. Develops recommendations for legislative and administrative rule changes to accomplish major policy initiatives. Coordinates related division rule changes related to emerging environmental issues and special policy projects such as climate change, remediation, environmental monitoring, among other initiatives that have a significant impact on the state's resources.
- A9. Monitors, evaluates and advises on legislative issues at the national and state level.
- A10. Explores avenues of funding and partnership opportunities for the department to expand research, sampling, screening, and development of tools to address emerging environmental issues, including PFAS.

30% B. Leadership, Participation and Administration of State and Interstate Advisory Groups

- B1. Functions as executive staff advisor, as assigned by the agency, of Governor or department taskforces or advisory groups associated with major environmental policy matters such as

emerging contaminants. This entails coordinating across agencies and with stakeholder groups on major environmental policy matters including leading large stakeholder groups to achieve policy goals, developing and implementing a multi-agency PFAS action plan, and developing best practices and protocols for identifying and prioritizing PFAS sources.

- B2. Works with other state agencies to develop a coordinated statewide public information network for emerging contaminant issues and the associated risks to public health and natural resources.
- B3. Consults and advises the Division Administrator's, Secretary's, and Governor's offices with respect to carrying out cross-agency coordination on major environmental policy matters such as emerging contaminants climate change, remediation, monitoring, and other major policy initiatives.
- B4. Works with department and other state agencies to identify issues that need resolution, and works collaboratively with other state agencies, other states, federal agencies and other public and private partners to resolve those issues.
- B5. Establishes a reporting system to establish and capture metrics on accomplishments relating to these efforts.
- B6. Represents the Department on major environmental policy matters such as emerging contaminants climate change, remediation, monitoring, through active involvement with the national associations such as the Environmental Council of States, Interstate Technology Research Council and/or other national or multi-state organizations.

25% C. Supervision of Environmental Management Division-level Policy Staff

- C1. Develop an achievable work plan for each member.
- C2. Provide guidance and mentoring on technical matters as needed.
- C3. Provide guidance and coaching on interpersonal matters as needed including settling grievances.
- C4. Monitor, track, and evaluate staff performance to ensure accountability.
- C5. Participate in hiring, disciplining, and dismissing employees when necessary, ensuring adherence to civil service, Department and Division protocols and practices required of classified supervisory staff.

Knowledge, Skills & Abilities:

- Knowledge of advanced scientific principles.
- Skill in advanced policy analysis and collaborative problem solving.
- Knowledge of the principles of major environmental regulatory programs.
- Ability to lead large, decentralized teams, set agendas, and resolve conflicts.
- Ability to work with elected officials and other community leaders.
- Skill in analytical thinking.
- Skill in project management.
- Ability to establish/maintain effective working relationships.
- Effective oral and written communication skills.
- Ability to exercise sound judgment and discretion in developing, applying and interpreting policy and procedure.
- Ability to interpret and implement laws.
- Knowledge of program management methods for large organizations, including policy development, interpretation, implementation, monitoring and evaluation.

Full Performance:

1. Knowledge of other DNR programs as they pertain to the work of the Division.
2. Expansive knowledge in the interpretation of Wisconsin statutes and administrative code.
3. Expansive knowledge of department, and other state and federal efforts to address emerging contaminants and technical/policy issues.
4. Ability to convey program/division/departmental policy on emerging issues in a professional manner to all types of stakeholders.

Physical Requirements and Environmental Factors:

Physical requirements include talking in front of and within groups, sitting for extended periods of time, lifting and carrying 5 to 30 lbs. Environmental factors include working indoors in an office setting and independently traveling to offices around the state.

Equipment Used in Performing in the Position:

General office equipment, computers, smart phones, projectors, virtual meeting hardware, fax machine, calculator, copy machine, telephone, and adoption of modern technologies to increase efficiencies.

Telework Evaluation:

Position responsibilities do not allow for on-going telework.